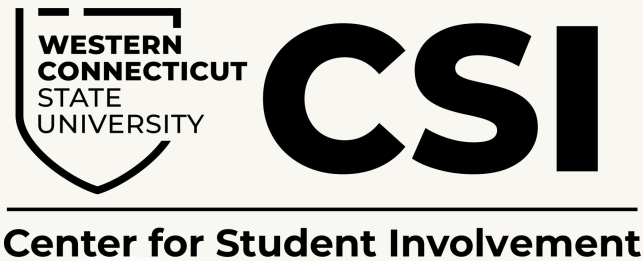


# CLUB FINANCIAL FORMS GUIDELINE



## **Table of Contents:**

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- Page 3 & 4** - Food Service Form
- Page 5** - Purchase Card (P-Card) Form
- Page 6** - Payment Voucher & Personal Service Agreement (PSA)
- Page 7** - Approving Forms, Contact List, and preferred vendors

# FINANCIAL FORMS INFO

All financial forms are found in Wolves Connect.

## Before submitting a form:

- Meet with your club to vote on expenses for the event.
  - **Meeting minutes must be uploaded for every form**, there is an upload section of the form requesting this document.
    - This is required per CT General Statutes
- Check that SGA allocated your club money for the expenses
  - or use club fundraising account for expenses

## Submitting a form:

- Forms must be submitted within CSI deadlines
  - late forms may be denied
- Ensure all items will arrive in time for event - factor in shipping time
- Upload meeting minutes
- Only fill out section of purchase request that pertains to your order
  - there are 4 sections: food service, PSA, payment voucher, and p-card
- **Treasurer, president, then advisor must move the forms stage in order for items to be purchased**

# FOOD SERVICE

## 3 WEEK DEADLINE



### REACH OUT TO SODEXO FIRST FOR ORDER

Sodexo will provide an invoice of the order through westwind catering - this is the document you upload into the food service form



### SUBMIT THE FORM

Sodexo invoice order must be attached to the form

Sodexo Contacts:

Darnell Randall - randallda@wcsu.edu

Diana Hiltz - diana.hiltz@sodexo.com

## [Food Service Tutorial - Click Here](#)

- Due 3 weeks before event
- Be sure to contact [Sodexo](#) BEFORE you submit the form!

Did you reach out to Sodexo first to obtain the event's menu/order?

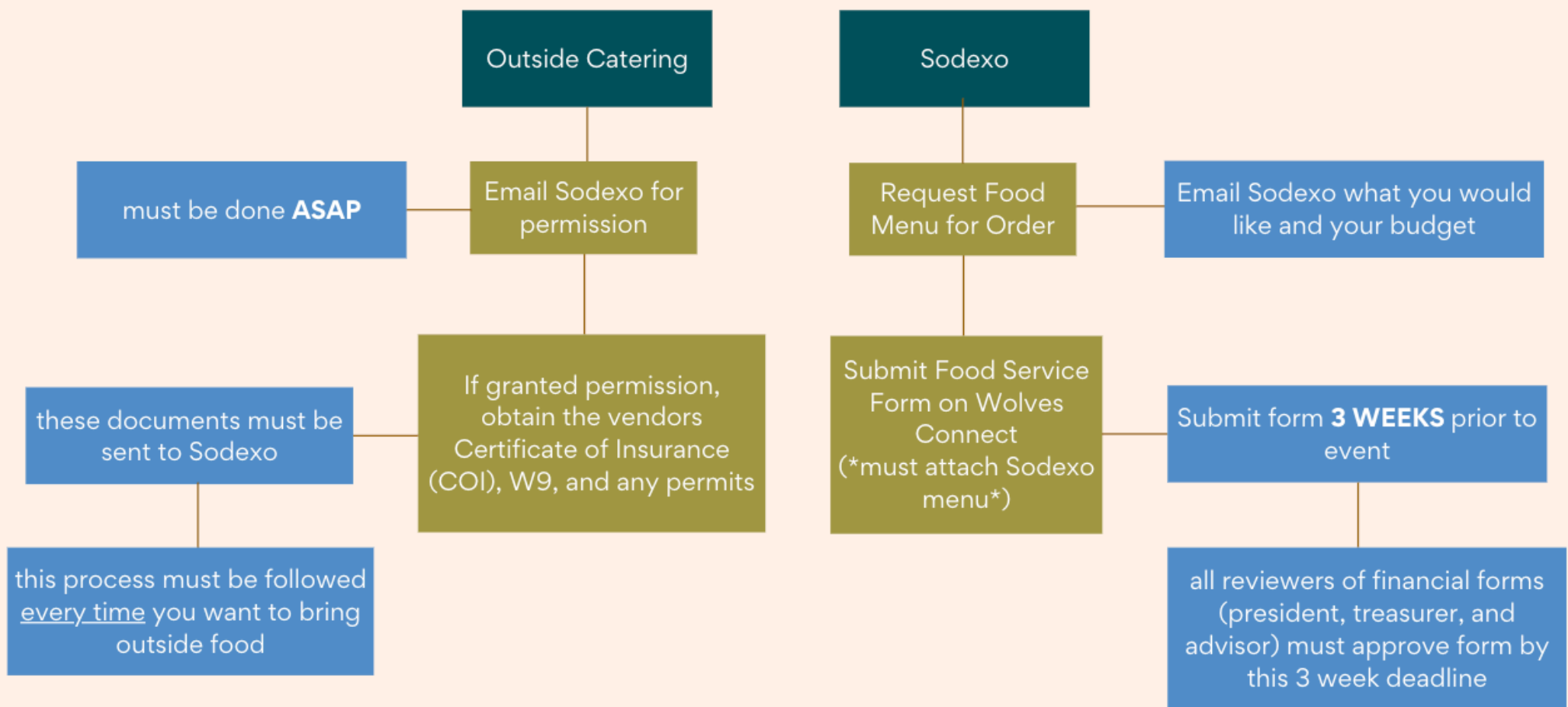
- Yes
- No, please contact them here.

Event name:

Event date:

# FOOD SERVICE PART 2

## Food Service Protocols WCSU CLUBS



Sodexo and CSI may reject any food service that a club does not follow proper protocols

# PURCHASE CARD (P-CARD)

## 10 BUSINESS DAYS DEADLINE



### ONLINE ORDERS

submit links for items that need to be ordered

- please see last page for preferred vendors (page 7)
- factor in shipping time
- if using more than 3 links or multiple quantities of items, please submit a document of all links with information



### IN PERSON SHOPPING

pickup pcard at 12pm on date of reservation and return next business day by 11am

- must obtain tax exemption at store
- must return all receipts

\*\*\*Failure to abide by CSI Rules (not returning receipts, not obtaining tax exempt, or failure to return p-card on time) may result in probation of p-card use for 8 weeks minimum.

## [P-Card Tutorial - Click Here](#)

<https://www.amazon.com/dp/B077KXW511?psc=1&ref =cm sw r cp ud ct G83HFJW4K6M7 5NB4K8TS>

Pens – 4

<https://www.amazon.com/dp/B09LL9MB3P?psc=1&ref =cm sw r cp ud ct G83HFJW4K6M7 5NB4K8TS 1>

Pocky Sticks – 3

<https://www.amazon.com/dp/B0B5HKWX61?psc=1&ref =cm sw r cp ud ct G83HFJW4K6M7 75NB4K8TS 2>

Flower Shoe Charms – 1

<https://www.amazon.com/dp/B0CFJWHZZX?psc=1&ref =cm sw r cp ud ct G83HFJW4K6M7 5NB4K8TS 3>

Resin Shoe Charms – 1

<https://www.amazon.com/dp/B0BWI957VS?psc=1&ref =cm sw r cp ud ct G83HFJW4K6M7 5NB4K8TS 4>

Random Shoe Charms – 1

<https://www.amazon.com/dp/B0C8P5140N?psc=1&ref =cm sw r cp ud ct G83HFJW4K6M7 5NB4K8TS 5>

# PAYMENT VOUCHER

## DEADLINE VARIES

- ✓ **ORDERS OVER \$2500 OR PAY BY CHECK**  
recommend completing this a month in advance, the vendors W9 from current year must be attached to the form
- ✓ **REIMBURSEMENTS**
  - original receipts must be submitted, copies of physical receipts are not accepted
  - taxes are not reimbursed

**[Payment Voucher Tutorial - Click Here](#)**

# PERSONAL SERVICE AGREEMENT (PSA)

## 1 MONTH DEADLINE

Anytime you bring someone to campus to lecture or provide entertainment, a contract must be set in place!

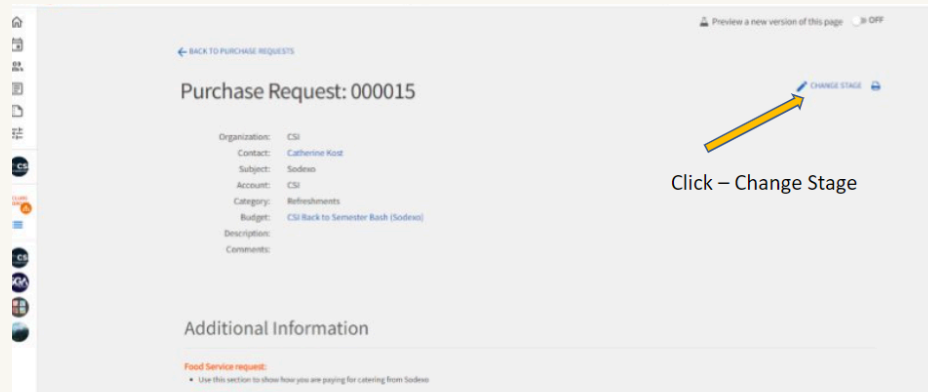
- ✓ **DOCUMENTS & NECESSARY INFO NEEDED**
  - W9 must be attached from the current year
  - ask vendor if they are a CT state employee or reside with immediate family member that is CT state employee

**[PSA Tutorial - Click Here](#)**

# MOVING FORM STAGE

All stages must be completed BEFORE the form deadline.

Treasurer → President → Advisor



A screenshot of the "Unsaved Changes" form. The status is "Unapproved". The "Stage" dropdown menu is set to "Treasurer". Below the dropdown is a text area for "Stage Change Comment (optional)" with the placeholder text "comment". The character count is "Characters remaining: 512". The "Category" is "Refreshments". The "From Account" is "CSI" with a "Balance" of "\$ 7840.00". The "External Account ID" is "W40015" with "Available Funds" of "\$ 6340.00". The "Line Item" is "Sodexo" with a "Remaining" amount of "\$ 0.00". A yellow arrow points to the "Stage" dropdown menu.

[\*\*Moving Form Stage Tutorial - Click Here\*\*](#)

# PREFERRED VENDORS

## CSI Tax Exempt Online Accounts

1. Amazon
2. Walmart
3. Best Buy
4. Michaels
- 5.4 Imprint

# CSI CONTACTS

CSI - MTSC Room 227 (9am-5pm)

Dennis Leszko - Director of CSI  
Carly Mengler - Assistant Director of CSI  
Michael Azzi - Grad Interns of Clubs & Orgs  
Evan Walker - Grad Intern of Programming  
Lia Reynolds - Grad Intern of FSL & Leadership

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menglerc@wcsu.edu  
azzim@wcsu.edu  
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reynoldsli@wcsu.edu